

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JUNE 4, 2018**

**OPEN UNTIL FILLED**

**DEPARTMENT:** County Attorney

**POSITION:** Diversion Officer

**LOCATION:** Globe

**JOB CODE:** 18-042

**ANNUAL SALARY:** \$35,747-\$38,428 DOE

### PURPOSE OF THE JOB

The purpose of this position is to ensure that first time criminal defendants are punished for their actions without leaving lifetime blemishes on their criminal histories and that victims receive restitution for the crimes committed against them. This position administers the Diversion Program, determining defendants' eligibility for the program, preparing documentation, and performing checks on participants. The role also encompasses the Bad Check Program, wherein the coordinator sends out notices and maintains contact with participating merchants.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Collects and processes money collected for program fees and mails restitution to victims.	20%
• Types contracts for defendants on program and files documents with the court.	20%
• Reviews cases and interviews defendants to determine program eligibility.	10%
• Sends compliance letters to ensure defendants comply with their Contract.	10%
• Performs monthly searches to ensure decrease in defendants' unauthorized absences.	10%
• Obtains information on or location of defendants via MVDs and criminal history checks.	10%
• Sends out first and second notices to bad check writers demanding payment prior to filing of complaint with the court; sends restitution to victims; and files complaints with court, when necessary.	10%
• Maintains customer relations with participating merchants in bad check program.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

### ORAL COMMUNICATION DUTIES

This position explains County procedures or processes and responds to public inquiries.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters and contracts.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

### MINIMUM EDUCATION REQUIRED

High School Diploma or GED

### MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Four (4) years experience; or equivalent combination of education, training and experience.

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**PROFESSIONAL CREDENTIALS REQUIRED**

Arizona Department of Public Safety CJIS Systems Agency

**KNOWLEDGE REQUIRED**

Law enforcement, contract preparation and case management.

**SKILLS REQUIRED**

Active learning, active listening, reading, communicating diplomatically, customer service, problem recognition, problem solving, typing and data entry.

**ABILITIES REQUIRED**

Recognize problems, memorize and recall, react in a calm and timely manner, read and write at College level, read and write at professional level.

**PHYSICAL DEMANDS**

- Routinely sits to complete report and operate computers; constantly sits to attend to other duties; occasionally sits to complete a program.
- Regularly lifts under 10 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely walk to and from work sites.

**WORK ENVIRONMENT**

Incumbents in this position constantly spends time in office environment. Incumbents in this position may spend time in classroom(s), and rarely spend time in library.

**SAFETY RISK EXPOSURE**

Incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department, occasionally require rubber gloves.

**CONSEQUENCES OF ERROR**

Potential errors can result in unfavorable public perceptions and legal ramifications.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.